User's Guide

Regency™ Series 400
Single Line
Caller ID Telephone

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Congratulations on the purchase of your Regency™ Series single line caller ID telephone. This high precision electronic device includes advanced features suitable for use in today's environment and requires minimum maintenance. It is simple to install and easy to use — especially with your Telephone Company operating features.

Read this user's guide to become familiar with all aspects of your new telephone:

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The FEATURES of this telephone are:

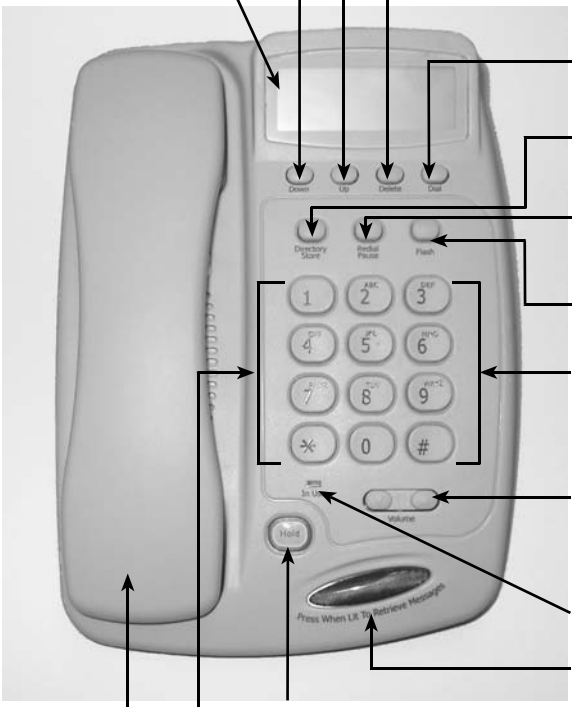
- Single line
- Large, backlit, contrast adjustable, LCD display shows:
    - Caller ID information
    - Date and Time
    - Dialing Verification
    - Elapsed Call Timer
    - Functional Icons
- *Caller ID feature – Type II with 60 memory, up / down scroll, and direct call back
- 10 Speed Dial memory locations with directory display and dial out
- Interactive caller log editing for storing memory
- *Visual message waiting indication – ClassSM compatible
- * One touch message retrieval feature
- Interactive directory and storage feature
- Electronic hold with a back-lit indicator
- In-use line status indicator
- Tone or Pulse dialing
- Ringer volume control
- Convenient data port

Getting to know the Features

- Handset volume control (ADA compliant)
- Last number redial key
- Flash Key
- Pause key
- Desk or wall mountable
- Fully modular, easy to install

**** Caller ID, Message Manager (voice mail) and Visual Call Waiting are features that require subscription to your local Telephone Company provided services. These telephone features will not work unless you are a subscriber.***

Learning about the Function Keys



LCD Display
Large back-lit display that shows the callers ID number of new calls recieved and total, with date and time, and caller log history.

Up & Down Scroll Key(s)
Displays the calls received in sequential order and searches storage locations.

Delete Key
Used to edit Caller Log characters for storage and deletes Caller Log information.

Dial Key
Used to dial numbers from the Caller Log and memory storage locations.

Directory/Storage Key
Used to locate stored numbers for dialing and used for storing memory locations.

Redial/Pause Key
Redials the last number manually dialed. Pause is used to program a 3 second delay in speed dialing.

Flash Key
Provides a 600ms timed line break.

Data Input Keys
Data input keys for feature programming.

Handset Volume Control Key
Controls the loudness of the handset when off hook.
LCD Contrast Control
Controls the darkness of the LCD (UP/DOWN) on hook.

In Use Light
Shows the line is in use when illuminated.

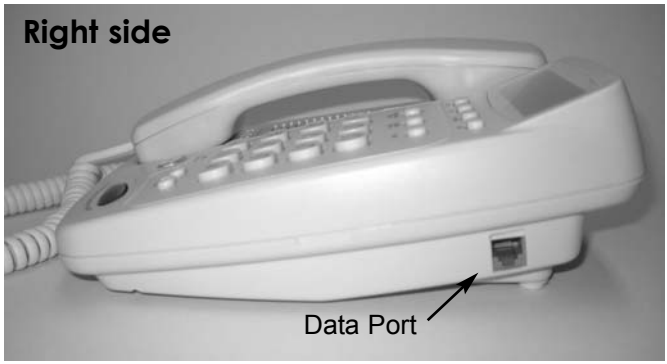
TouchLite® Message Retreival Button
Visual lamp indicator and message retrieval button that illuminate when a message is waiting, if you are equipped with a message system

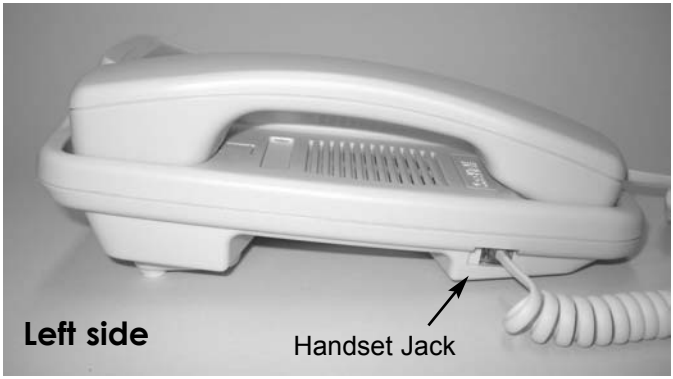
Hold Key
Used to place caller on hold

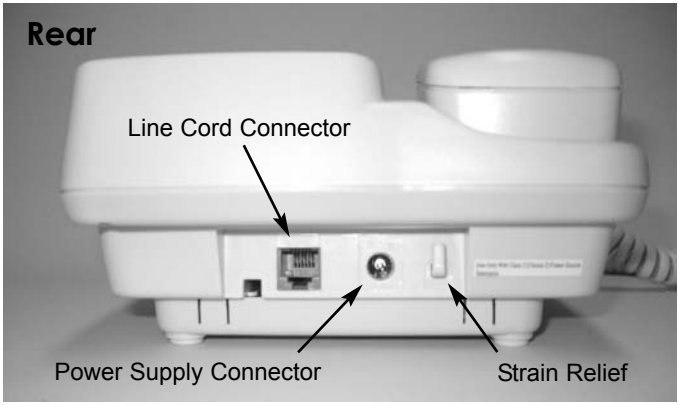
Numeric Dial Pad
Large keys used for outbound dialing and programming memory locations

Handset
Low profile design, hearing aid compatible.

Connection Points







See chart on page 5 for description of connection points.

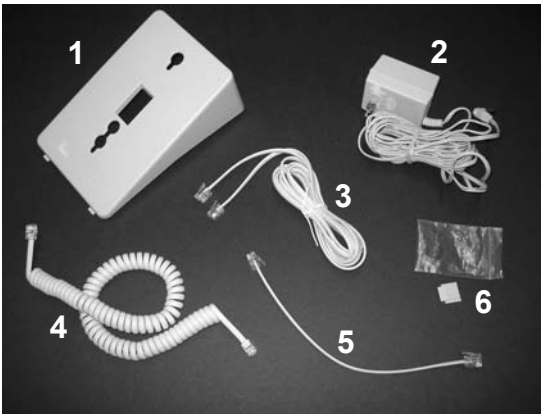
Connection Points

This table explains the labels in the diagram:

CONNECTION POINT	FUNCTION
Data port	Convenient port for connecting a computer, modem, base station for a cordless phone, fax or answering service. *Note: A safety plug found inserted in the data port must be removed before use.*
Handset jack	Modular receptacle for connecting the handset coil cord.
Line cord receptacle	Modular receptacle for connecting telephone line cord.
Power receptacle	Used to connect the power adapter.

Checking the Parts List

Ensure you have the following parts:



1. Wall mount wedge.
2. Power Adapter.
3. 7' Modular telephone line cord.
4. 10' Modular coiled handset cord.
5. 8" Modular wall mount telephone line cord.
6. Wall mount clip.

Connecting the handset cord

1 Plug one end of the handset cord into the modular jack on the handset.

2 The remaining end of the handset cord plugs into the jack located on the left side of the base unit.

Connecting the line cord

1 If the telephone is to be desk mounted, plug one end of the 7' line cord into the modular jack at the rear of the telephone.

2 The remaining end of the line cord plugs into the jack located on the wall.

3 If the telephone is to be wall mounted, use the 8" line cord supplied instead. See also page 9 for more information on wall mounting your telephone.

Connecting the power adapter

The power adapter provides the power source to the telephone.

1 Plug the power adapter into the back of the telephone.

2 Wrap the power wire around the strain relief provided . This will avoid accidental disconnection of the power cord.

3 Plug the power adapter into a standard 120V AC power outlet. Mounting holes are provided to secure the power adapter to the AC wall outlet.

Installation is completed

The following information will be displayed on the LCD (after going on-hook) when the installation is complete.

Wall Mounting the Telephone

1 First, remove the clip provided in the set by sliding it straight up (Figure 1) , and replace with the Wall Mount Clip found in the packaging, as shown (Figures 2-3).

Wall Mount Clip

2 Replace the desk mount wedge with the wall mount wedge. To remove the desk mount wedge, press the two release tabs as shown. The wedge will snap off. Insert the tabs of the wall mount wedge (Figure 4) and snap into place.

3 Insert the short line cord into the jack at the rear of the telephone. Plug the opposite end into the jack on wall.

Figure 1

Figure 2

Figure 3

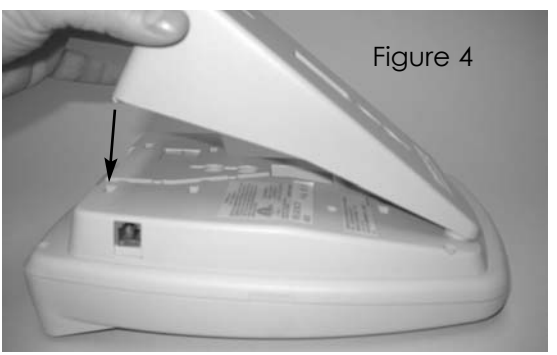


Figure 4

Features and options are programmed by utilizing the **DIRECTORY STORE** key.

Language option

Used to change the LCD screen from English (default) to French or Spanish.

1 Press the **DIRECTORY / STORE** key until the LCD display reads: **-1-ENG, -2-FRA, -3-ESP**.

2 Enter the digit number of the selected language.

RESULT: The language selected displays immediately.

Tone / Pulse dialing option

Allows the user to select tone (default) or pulse dial mode from the LCD display.

1 Press the **DIRECTORY / STORE** key until the LCD display reads: **TONE = 1 PULSE = 2**.

2 For tone dial mode, press the **1** key.

For pulse dial mode, press the **2** key.

RESULT: The LCD displays **OK** for the selected dial mode.

Automatic Time and Date Setting

The date and time are programmed automatically by the 1st incoming call if the user subscribes to Caller ID service. Each incoming call refreshes the date and time. Between calls, the date and time are maintained internally by the telephone unit.

Manually Setting Time and Date

Press the **DIRECTORY / STORE** key until the LCD displays: **SET UP MONTH 01**. Using the keypad, enter the two-digit number of the current month (01-12). For example, 09 for September.

1 Press the **DIRECTORY / STORE** key again to store the month. The LCD will then display **SET UP DAY 01**. Enter the two-digit number of the current date (01-31). For example, 09 for the ninth day in the month.

2 Press the **DIRECTORY / STORE** key again to store the day. The LCD screen will then display **AM=1 PM=2**.

3 Press **1** for **AM** or **2** for **PM**.

4 Press the **DIRECTORY / STORE** key again until the LCD displays: **SET UP HOUR 01**, then enter the current hour (01-12).

5 Press the **DIRECTORY / STORE** key to store the hour. The LCD screen will then display **SET UP MINUTE 00**.

6 Enter the two-digit number of the current minutes(s) (00-59), press the **DIRECTORY / STORE** key to store the minute.

Flash into Memory

The **FLASH** key is a storable function into memory that is used to provide a 600 milli second timed line break, like hanging up momentarily. This function may be required for accessing line features provided by your telephone system or local telephone company. For example, the **FLASH** is used to access line features such as Call Waiting. In a centrex application, it is convenient to program the **FLASH** function along with the system feature access code and labeling the speed dial position as CallPick-Up, Call Transfer, etc. Contact your system coordinator or local telephone company regarding special line features that you may have.

Note: The **FLASH** function counts as 1 digit when stored into a speed dial memory location.

Pause into Memory

The **PAUSE** key is used to program a 3 second delay into memory. A speed dial number may need to pause during its dialing sequence prior to entering the next set of digits to ensure proper connections

Note: The **PAUSE** function counts as 1 digit when stored into a speed dial memory location.

Area Code into Memory

If your local telephone company does not deliver the area code with a local number's caller ID information, it is not necessary to program this feature.

The area code is programmed into memory to allow the telephone to recognize the local area code. When this number is programmed, the area code will not be dialed when using the call back feature to call back a person within the same local calling area.

Note: Programming should be performed with the telephone on-hook

1 Press the **DIRECTORY / STORE** key (located on the top side of the base) until **ENTER AREA CODE** is displayed on the LCD screen.

2 Enter the area code number of your location using the numeric dial pad. Do not enter a '1' as the first digit.

3 Press the **DIRECTORY / STORE** key again and the screen will go back to its normal position after a 15 second delay.

In Some Areas, The Area Code is Required for a Local Call
In some areas, the local service provider uses the same area code for local calls. The following options are available for these areas. Try each of the following scenarios and use the one with the best result:

1 Program the area code, then place a local test call using the call back feature.

2 Delete the area code and do not program the access code. Place a local test call.

3 Program the area code into the access code location. Place a local test call. (caution: this will always dial the area code)

4 Use the keypad to add any additional number(s) to the displayed number on the screen. Place a local test call.

Note: Depending on your area and dialing pattern, you may obtain the best result by using both the access code and area code fields. If these sequences do not work, use the keypad entry as an option for your Call Back.

Access Code into Memory

In most cases, this feature is not used. It is usually only required when the telephone is installed outside of a residential application where you may have to dial a number(s), such as "9", to get an outside line. Whatever number(s) is programmed as an Access Code will automatically be dialed, followed by a 3 second pause, prior to any number dialed from Speed Dial, or from the Call Back Feature.

To set up the access code:

1 Press the **DIRECTORY / STORE** key until the display screen reads **ENTER ACCESS CODE**.

2 Enter the desired number, such as 9.

Note: There is no need to enter **PAUSE**. The Dial Call Back operation automatically inserts a 3 second pause after the access code number is dialed.

To delete the access code:

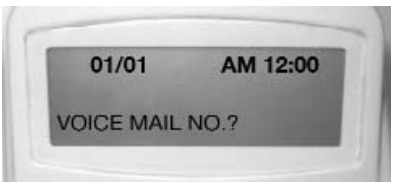
1 Press the **DIRECTORY / STORE** key until the display screen reads **ENTER ACCESS CODE**.

2 Press the **DELETE** key.

3 Press the **DIRECTORY / STORE** key again and the screen will go back to its normal position after a 15 second delay.

TouchLite® Message Retrieval Button

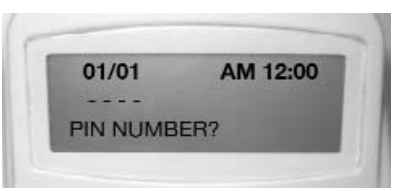
The red TouchLite® button must be programmed to automatically dial the voice mail system or "Message Manager". During programming, you have the option of storing the voicemail password.



1 While on hook, Press the **DIRECTORY STORE** key until the LCD displays **VOICE MAIL NO.?.** Using the keypad, enter the telephone number of your voicemail eg. *99. **Press the red TouchLite® button to store the number into TouchLite® memory.**

2 Press the **DIRECTORY / STORE** key until the LCD displays: **SECOND OF WAIT**. If you use a password or PIN number, enter a value, between 3 and 6, corresponding to how many seconds are required after dialing *99 as an example to wait prior to dialing your password. Allow enough time for your voicemail or "Message Manager" to answer.

3 Press the **DIRECTORY / STORE** key until the LCD displays: **ENTER PIN**. A personal Identification Number (PIN) or password can be programmed into the TouchLite® memory and will be dialed after the voicemail number**. Press **DIRECTORY STORE** to retain the number or the **DELETE** key to change the number.



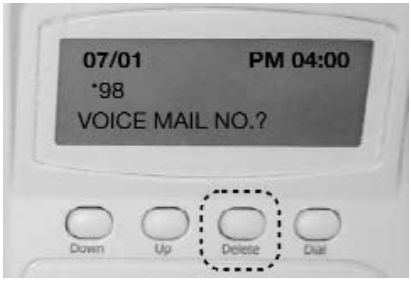
Touchlite Message Retrieval Button continued on next page . . .

4 The PIN number has a maximum of 8 digits. When the TouchLite® is dialed, the display will not show the last 4 digits of the PIN. This is for security purposes.

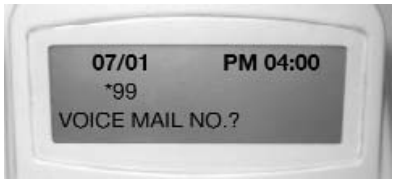
****CAUTION**: When a PIN or password is programmed into memory, other users can obtain the messages. A password is not required to be programmed.

Editing the TouchLite®

To display the number that has been programmed into the TouchLite®, press the TouchLite® Message Retrieval Button and read the display. Note: This will activate dialing.



1. The handset must be on-hook.
2. Press the **DIRECTORY / STORE** key until the Caller ID displays **VOICE MAIL NO.?**.
3. Use the **DELETE** key to delete the number. Then, use the keypad to re-enter the correct numbering sequence.



4. When the number is correct, press the **TouchLite® Message Retrieval** button to store the number.

Note: When editing the voicemail PIN number or password, the display will not show the last 4 characters. A dash will be displayed in the characters position on the LCD.

Speed Dial

There are 10 speed dial name and number memory locations. Each location can store up to 32 digits.

Read these notes before beginning the programming process:

Note 1: Speed Dial programming must be done with the line cord connected and the telephone power adapter fully installed.

Note 2: Programming should be performed with the telephone on-hook (hung up).

Note 3: There are two different methods for entering a name and number into speed dial memory:
1. Manual Entry – Uses the dial keypad to enter names and numbers into memory.
2. Direct Entry – Takes caller log information and saves it into a speed dial memory location.

Note 4: Numbers displayed from the caller log can be edited for dialing purposes.

Speed Dial *continued*

Manual entry *for memory storing*

1 Confirm the display is in the idle mode as shown in Figure 1.

Figure 1

2 Press the **DIRECTORY / STORE** key until the LCD display is similar to Figure 2.

3 Press the **UP / DOWN** key to change the memory location to the desired memory location. (MEM 1, MEM2, … MEM10) (See Figure 2 then 3.)

Figure 2

4 Enter the name by pressing the alphabetic characters repeatedly on the keypad. (see keypad guide on next page)

5 Use delete key to delete an incorrect entry.

6 When the name is complete, press the **DIRECTORY STORE** key once to store the information.

Figure 3

7 The LCD will request **NUMBER** (Figure 4.)

8 Enter the number using the dialing keypad. Press the DIRECTORY STORE key.

Figure 4

9 Press the **DIRECTORY / STORE** key twice to bypass the store **AREA CODE** and **ACCESS CODE**. These two areas are not part of the speed dial programming and any changes could affect the proper operation of other features. See pages 13-15 for further information about **AREA CODE AND ACCESS CODE**.

To program additional numbers, repeat steps **2** thru **9**.
Manual entry from keypad (guide).

Manual entry from keypad (guide)

Use the following Key Pad Guide to add characters when programming into memory.

Press Number:	1 time to get:	2 times to get:	3 times to get:	4 times to get:	5 times to get:	6 times to get:
1	1					
2	A	B	C	2		
3	D	E	F	3		
4	G	H	I	4		
5	J	K	L	5		
6	M	N	O	6		
7	P	Q	R	S	7	
8	T	U	V	8		
9	W	X	Y	Z	9	
0	0					
*	space	=				
#	.	:	-	(	)	#

Direct entry *from Caller Log*

1 Confirm the display is in the idle mode as shown in Figure 1.

Figure 1

2 Press the **UP / DOWN** key to locate the incoming caller name and number from the caller log.

3 To activate the **EDIT MODE**, press any key on the keypad. Use the **DELETE** key to delete a digit or use the keypad to add a digit.

4 Press the **DIRECTORY / STORE** key. The LCD will display a number along with a memory location (Figure 2). Use the **UP / DOWN** key to change the memory location to the desired memory location (Figure 3). (MEM 1, MEM2, … MEM10)

Figure 2

5 Press the **DIRECTORY / STORE** key to store the name and number.

Figure 3

To program additional numbers, repeat steps **2** thru **5**.

Reviewing information *in memory*

To review a name and number that is already programmed into a speed dial location:

1 To select a memory location, press the **DIRECTORY / STORE** key. The LCD will display the following (MEM1: NAME): (Figure 4). Use the **UP / DOWN** key to find the desired memory location (MEM1, MEM2 . . .MEM10)

Figure 4

2 To exit, simply lift the handset, then hang up.

Programming continued on next page . . .

Changing information *in memory*

To change a name and number that is already programmed into a speed dial location:

1 To select a memory location, press the **DIRECTORY / STORE** key. The LCD will display as follows. (MEM1: NAME): (Figure 1). Use the **UP / DOWN** key to find the desired memory location (MEM1, MEM2…MEM10).

Figure 1

2 Press the **DIRECTORY / STORE** key again and the LCD will display **OVERWRITE?** (Figure 2). To proceed, press the **DIRECTORY / STORE** key again and the LCD will display **MEM 1 ENTER NAME** (figure 3). If you do not want to make any changes, simply lift the handset, then hang up again.

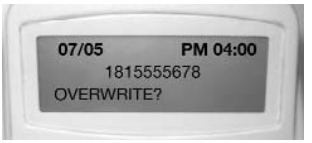


Figure 2

3 Enter any alphanumeric characters for the name using the keypad. If you entered an incorrect character, press the **DELETE** key to delete the character. When complete, press the **DIRECTORY / STORE** key again to store the name. The LCD will then display NUMBER (figure 4).

Figure 3

4 Enter the number using the keypad. Press the **DIRECTORY STORE** key to store the number. If the number does not need to be overwritten, press the **DIRECTORY / STORE** key to bypass the number edit mode and the original number in memory will be retained.

Figure 4

5 Press the **DIRECTORY / STORE** key twice to bypass the store **AREA CODE** and **ACCESS CODE**. These two areas are not part of the speed dial programming and any changes could affect the proper operation of other features. See pages 13 to 15 for further information about **AREA CODE AND ACCESS CODE**.

Ringer Volume and Ring Tone Selection

There are two versions of the Regency 400:

1 Version One:

- The switch used to adjust the ringer volume is located on the right side of the telephone base. To adjust the loudness of the ringing, slide the switch to the desired position of HI/LOW/OFF. The factory sets the ringer volume to the HI position.
- One ring tone available.

2 Version Two:

The Ringer Volume and 4 selections of ring tones are accessed through the Directory Store Key

Figure 1

- With the handset on-hook, press the **DIRECTORY/STORE** key until the LCD display reads **VOLUME <<<** (Figure 1). The ringer volume is initially set to the 4th level of the volume range. Use the VOLUME key, located below the dial pad, to adjust the volume. The ringer volume control will automatically set to the selected level for the next phone call.

Figure 2

- Press the **DIRECTORY/STORE** key again. The LCD display will read **RINGER TONE 0 — 3: 0** (Figure 2). Then enter the digit number (0, 1, 2, 3) of the desired ringer tone. The ringer tone control will automatically set to selected level for the next phone call.

Ringer Volume & Ring Tone Selection continued on next page . . .

- You may also adjust the ringer volume while the telephone is ringing due to an incoming call by simply pressing the VOLUME key up or down. The ringer volume control will automatically set to the selected level for the next phone call (Figure 3).

Figure 3

Note: The lowest level will turn off the ringer.

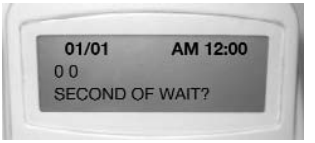
Retrieving Messages

TouchLite® Message Retrieval Feature

1 Lift the handset.

2 Press the TouchLite® Message Retrieval Button to automatically call your voice messaging service or "Message Manager".

Note: The TouchLite® must be programmed before messages can be retrieved. Refer to page 16 for programming instructions.



Note: When storing a password into memory, pauses should be programmed into the dialing pattern to delay the connection. To find the proper timing, continue to change the SECOND OF WAIT programming until the voicemail connects properly. Refer to page 16 for programming instructions.

Turning Message Waiting Light On/Off Manually

This allows the first user of voicemail the opportunity to notify another user that a voicemail message is waiting for their review. It also allows the user to stop the message waiting light from flashing if it is doing so in error. When used, it will reset the light signal in the phone. This does not send any outgoing signal to an outside voicemail service.

When the message waiting light is turned off, it will re-activate when a new phone message arrives in voicemail.

To turn ON:
While in on-hook state, and the light is OFF, press the * key for three seconds and the TouchLite® will light.

To turn OFF:
While in on-hook state, and the light is ON, press the * key for three seconds and the TouchLite® will turn off.

Note: When turning light off, the Mail Icon on the LCD display will also turn off.

Placing a Call from Speed Dial Location:

1 Lift the handset.

2 Press the **DIRECTORY / STORE** key.

3 Press the **UP / DOWN** key to locate the name or number's memory location (i.e. MEM1, MEM2, etc.). The number will be displayed on the LCD display.

4 If needed, add (or delete) any digits to the number by pressing the dialing keypad (or the delete key, respectively).

5 Press the **DIAL** key and the number will be dialed.

Data Port

The data port (jack) on the side of the base unit is used to plug in any standard telephone device such as a:

- fax machine
- base station for a cordless telephone
- computer modem
- answering machine

Note: There is a plastic safety plug inserted into the data jack which must be removed using a small tool such as tweezers.

BE SURE TO UNPLUG BOTH THE TELEPHONE LINE CORD AND THE POWER SUPPLY FROM THE REAR OF THE TELEPHONE PRIOR TO REMOVING THIS SAFETY PLUG.

Hold Key

To use, press the HOLD key. The key will illuminate indicating that the line is on hold.

When placing a caller on hold, the handset can be returned to its on-hook position. The line will not be disconnected. To return to the caller, lift the handset.

Redial Key

The REDIAL key is used to automatically redial the last number dialed.

To use:

1 Lift the handset.

2 Press the REDIAL key.

3 The number that was last dialed will automatically be dialed.

In Use Line Indicator

The LED will illuminate to indicate that another phone is in use and sharing the same line.

Handset Volume Control

With the handset off-hook, press the upward arrow ▲ on the **VOLUME** key repeatedly to increase the volume. The volume of the handset receiver can be increased by 12 to 18 decibels.

The **VOLUME** key is an 8-step volume control switch. Each volume level is indicated on the LCD screen.

Note:
The handset volume control switch will automatically reset back to its normal level when hanging up. This will ensure that the handset volume resets back to normal for the next phone call.

Flash Key

The **FLASH** key is an electronic timed line break of 600 milli seconds that is used for accessing line features provided by your telephone company or by your telephone system. For example, many times a flash is used for accessing features such as Call Waiting. When used in a Centrex application, it can be used to access other features like Call Pick-Up, Call Transfer, etc. Contact your telephone system coordinator or your local telephone company for further information regarding your line features.

LCD Display Information

The backlit Liquid Crystal Display (LCD) shows Caller ID information (name and number, call log, message waiting indicator, time and date, call timer).

Feature Note:
The LCD display backlighting feature is activated upon receipt of the first ring, when the handset is lifted, or by pressing any key. The callers name and number is displayed on the LCD between the first and second ring. You may elect to answer or allow the call to be forwarded to a voicemail system. The number will be stored in the caller log for retrieval in either case.

There are four keys (**UP**, **DOWN**, **DELETE** and **DIAL**) that help manage stored information.

Information available on the screen when in idle mode (on-hook) is:

- Date, time and an envelope on the first line. The envelope will appear only when a message has been received in voicemail or "Message Manager".

- (NEW) - The number of new messages awaiting retrieval.
- (TOTAL) -Total messages received and stored into memory (up to 60 messages). When the memory is full, the oldest of the 60 call records will be automatically deleted, and the newest call will be accepted into memory.

Visual Call Waiting LCD Display Information

The Regency™ Series LCD display supports Type II Caller ID which provides incoming Call ID information while the phone is in use. The user has the option to answer the call or allow the call to automatically be forwarded to the user's voicemail.

When the user is on one call any new incoming call will be displayed on the screen. The display will show the following information:

- The date and time of the incoming call and a CW symbol.
- The location number of the call in storage, and the incoming caller's telephone number.
- The incoming caller's name.

Note: When the call goes to voicemail, the Caller ID information can be retrieved from the call log.

Contrast Adjustment (5-Step)

When the phone is on-hook, the **VOLUME** key is used for the 5-step LCD contrast adjustment.

Press volume ▲ once to darken the screen. Press volume ▼ once to lighten the background of the LCD screen.

Note: Contrast adjustment starts in the third step and can be increased or decreased by two steps.

Scrolling the Caller Log

Users can scroll upward and downward through the caller log records in the same order as they were received.

Press the **UP** or **DOWN** key continuously for two seconds to start scrolling.

- When pressing the **UP** key continuously, you will scroll upward in the calling record.
- When pressing the **DOWN** key continuously, you will scroll downward in the calling record.
- The starting point of scrolling starts at the caller log record that is in view.
- Stop scrolling when TOP OF LIST is displayed.

Call Back Dialing Feature

Allows the user to call back stored numbers, or to select and call a number from the call log. The Call Back feature allows the user to add or delete characters to accurately pattern the number to be called.

Information available on the LCD when using the **DIAL** feature key includes incoming call history:

- Date and time of the incoming call.
- Location number of the call in storage.
- Caller's number.
- Caller's name.

Caller Log Call Back Dialing Feature:
Adding or Deleting Characters on the LCD Display

Numbers in the caller log can be edited before dialing. When editing a number to be dialed, the caller log will not remove the information already stored. To delete one or more digits from the caller log, you must first press a digit or add a character from the keypad to activate delete.

To add digits to the displayed number:

1 Press the **UP** or **DOWN** key to activate the display for scrolling.

2 Scroll the **UP** or **DOWN** key to find the number to be dialed.

3 If you need to add a number prior to the numeric string on the display, press the keypad number you require and it will be placed on the display for dialing.

4 Lift handset.

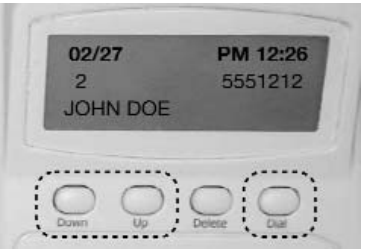
5 Press the **DIAL** key to dial the number.

Note: The number can only be inserted prior to the displayed digits. See Delete Characters for improperly inserted characters.

To delete digits from the displayed number:

Press the **UP** or **DOWN** key to activate the display for scrolling.

1 Scroll the **UP** or **DOWN** key to find the number to be dialed.



Caller ID/LCD DIsplay continued on next page

2 Add a character by pressing a keypad number to activate the editing feature.

3 Press the **DELETE** key to start deleting individual characters.

4 Lift handset.

5 Press the **DIAL** key to dial the number.

Note: When deleting characters from a caller's identity, the call log will not be changed.

Deleting Caller Log Records

To delete ONE stored call:

1 Press the **UP** or **DOWN** key to activate the display for scrolling. The LCD screen will display TOP OF LIST or BOTTOM OF LIST if you reach either end. Scroll to the number to be deleted.

2 Then press the **DELETE** key once and the LCD will display the question 'DELETE?'.

3 Press the **DELETE** key a second time to delete.

To delete ALL stored calls:

1 Press the **UP** or **DOWN** key to activate the display for scrolling.

2 Press and hold the **DELETE** key until the LCD displays the question 'DELETE ALL?'

3 Release and press the **DELETE** key again.

On-Hook Display Mode

Clock - The current date and time is continually displayed.

Number of Calls - The number of new calls (unanswered) and total number of calls in storage is displayed. (middle line)

Data Display Line - The current activity is displayed as NEW and TOTAL to compliment the number of calls. (bottom line)

Dialing Display Mode

Clock - The current date and time is displayed along with an off-hook handset display. (top line)

Dialing of Number - The number you are dialing will display as you press the dial keys or with the REDIAL feature, the last number will be displayed. (middle line)

Data Display Line - The current activity is TALK when the receiver is off-hook. (bottom line)

Incoming Ring Signal Display Mode

Clock - The current date and time is continually displayed. (top line)

Number -Call display informs you of the message memory location of the call being received as well as the caller's telephone number. (middle line)

Name - Identifies the caller IF the caller has properly set up their system to identify themselves (bottom line). Note: Each service area may have different identification display systems and is usually controlled by the calling party. Check with your local phone service provider for their specific feature options available.

In Use and Timer Display Features

Clock - The current date and time is continually displayed along with a phone in use indicator. (top line)

Dialed Number - The number you dialed and connected to. (middle line)

Data Display Line - The current activity is TALK. As soon as the line connects, the Timer Display activates. This tracks the current calls' length in time of minutes and seconds. (bottom line)

No Calls Display

This indicates that no calls were received, and that there are no new messages.

Line Error Display

Indicates that there was a line error when attempting to connect to the dialed party.

Trouble Shooting Tips for Regency 400 and 500

Can I go straight to a certain number/name in my directory without scrolling?	No, you have to scroll through the list to reach the number you want to dial. You can scroll quickly through by holding down the "Up" button or the "Down" button.
Display is blank.	Check the power cord. Ensure that you are using the power supply that was provided with the Regency telephone.
Display is faint or hard to read.	With the receiver "on hook" adjust contrast using the volume control button.
How do I clear or delete only one memory location?	You must overwrite a memory location once you have stored something into that location. You cannot individually erase a memory location.
How do I stop the TouchLite® from flashing when there are no messages in the mail box?	While the receiver is "on hook" hold the * key down for 3 seconds.
Messages cannot be accessed by pressing TouchLite®.	First, ensure that the TouchLite® is programmed correctly for easy access. See page 16. Also, please note the TouchLite® will not operate if the telephone has been programmed to dial in Pulse. Ensure that the telephone is programmed for Tone dialing (see page 10)
Must I program the area code?	If your local telephone company does not deliver the area code with a local number's caller ID information, it is not necessary to program this feature.
No sound on the receiver on a brand new phone.	Ensure that the curly cord is connected into the correct jack on the left side of the telephone as shown on page 4.
Receiver won't stay hung up when the set is wall mounted.	Install wall mount clip provided in the package as shown on page 9. Also, IT IS IMPORTANT when you place the receiver into the cradle, do so by placing the top of the receiver into place first.
Why do I have to use the Regency power adapter?	All phones should be used ONLY with the power adapter supplied with that telephone. Using another power adapter will cause internal damage to the set.

Safety Precautions, Care and Maintenance

When using your telephone equipment, follow basic safety precautions to reduce the risk of fire, shock and injury to persons:

1. Read all instructions.

2. Follow all warnings and instructions marked on the product.

3. Before cleaning, **unplug** this product from the wall. Use a damp cloth for cleaning. Do not use liquid cleaners or aerosol cleaners.

4. **Do not** use this product near water, for example, near a bathtub, washbowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool.

5. **Do not** place this product on an unstable cart, stand, or table. The product may fall, causing damage to the product.

6. **Do not** block or cover the slots and openings in the cabinet and on the back or bottom of the product. **Do not** place the product on the bed, sofa, rug, or other similar surface.

7. **Do not** place this product near or over a radiator or heat register.

8. **Do not** place this product in a built-in installation unless proper ventilation is provided.

9. Use only the power supply provided with the set. **Do not** use a power supply from another product.

10. The power supply is intended for use **ONLY** on a 110V-120V AC 60 Hz power outlet, which is the standard power offering in Canada.

11. Be sure to plug the power adapter in to the appropriate power outlet:

    a. If the power adapter has a **three pronged, grounded type attachment plug**:
    It will only fit into a three-holed grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact an electrician to replace your obsolete outlet.

    b. If the power adapter has **a polarized attachment plug** (one blade wider than the other):
    It will fit into the power outlet only one way. This is a safety feature. If you are unable to insert the plug fully into the outlet, try reversing the plug. If the plug does not fit, contact an electrician to replace your obsolete outlet.

12. **Do not** allow anything to rest on the power cord. Do not locate this product where the cord will be walked on.

13. **Do not** overload wall outlets and extension cords. This can result in the risk of fire or electric shock.

14. **Never** push objects of any kind into this product through cabinet slots. This could result in fire or electric shock. Never spill liquid of any kind on the product.

15. To reduce the risk of electric shock, **do not** disassemble this product. When service or repair is required, take it to a qualified serviceperson.

16. Unplug this product from the wall outlet and refer servicing to qualified personnel under the following conditions:

    a) When the power supply cord or plug is damaged or frayed.
    b) If liquid has been spilled into the product.

c) If the product has been exposed to rain or water.
d) If the product does not operate according to the operating instructions.
e) If the product has been dropped or the cabinet has been damaged.
f) If the product exhibits a distinct change in performance.

17. **Do not** use the telephone (other than a cordless type) during an electrical storm. There is a remote risk of electrical shock from lightning.

18. **Do not** use the telephone to report a gas leak if the telephone is in the vicinity of the leak.

19. Keep the telephone dry. Wipe immediately if wet. Liquids may contain minerals that can corrode the electronic circuits.

20. Use and store the telephone in a moderate temperature environment. Extreme temperatures can shorten the life of electronic devices, damage batteries and distort or melt plastic parts.

21. Keep the telephone away from excessive dust and dirt.

22. Wipe the telephone with a damp cloth occasionally to keep it looking new. Do not use harsh chemicals, cleaning solvents or strong detergents to clean the telephone.

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